



Administration for Children and Families

Administration on Developmental Disabilities

Projects of National Significance: American Indian Developmental Disabilities Leadership Development Initiative

HHS-2011-ACF-ADD-DN-0179

Application Due Date: 07/22/2011

Projects of National Significance: American Indian Developmental Disabilities Leadership Development Initiative

HHS-2011-ACF-ADD-DN-0179

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**Department of Health & Human Services
Administration for Children & Families**

Program Office: Administration on Developmental Disabilities
Funding Opportunity Title: Projects of National Significance: American Indian
Developmental Disabilities Leadership Development Initiative
Announcement Type: Modification
Funding Opportunity Number: HHS-2011-ACF-ADD-DN-0179
CFDA Number: 93.631
Due Date For Letter of Intent: **06/22/2011**
Due Date for Applications: **07/22/2011**

Executive Summary:

The Administration on Developmental Disabilities (ADD) and the Administration for Native Americans (ANA) within the Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS) announce the availability of Fiscal Year (FY) 2011 funds to award one cooperative agreement to develop leadership among people with developmental disabilities, to include intellectual disabilities, and their families, in Native American communities. The Developmental Disabilities Assistance and Bill of Rights Act of 2000 Public Law 106-402, Section 161(2)(D)(42 U.S.C. 15081-18083) states "...projects of sufficient size and scope that hold promise to expand or improve opportunities for such individuals including - (v) projects that enhance the participation of racial and ethnic minorities in public and private sector initiatives in developmental disabilities..."

Applicants must be tribal entities, public and private agencies serving American Indians and Alaska Natives in partnership with organizations with a demonstrated record of supporting individuals with developmental disabilities and their families in leadership development activities. The eligible entities must demonstrate support from applicable State Developmental Disabilities (DD) Networks, indicating through a letter of support, the roles that the DD Network members will play in this endeavor and the level of commitment that each will provide. The level of commitment may include time, space or materials. Applicants must demonstrate the capacity to provide culturally-appropriate training and leadership experiences to American Indians and Alaska Natives with developmental disabilities across a broad regional area and family members of such individuals, while building the capacity of such individuals to advocate for themselves.

I. Funding Opportunity Description

Statutory Authority

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act of 2000), Public Law 106-402, Section 161(2)(D)(42 U.S.C. 15081-15083).

Description

Background

The DD Act of 2000 authorizes support and assistance to States, public agencies, and private, non-profit organizations, including Tribes and tribal organizations, faith-based and community organizations, to

assure that individuals with developmental disabilities and their families participate in the design of, and have access to, culturally competent services, supports, and other assistance and opportunities that promote independence, productivity, integration, and inclusion into the community.

As defined by the American Association of Intellectual and Developmental Disabilities, the term "intellectual disability" is a disability characterized by significant limitations both in intellectual functioning and in adaptive behavior, which covers many everyday social and practical skills. This disability originates before the age of 18.

As defined in the DD Act of 2000 (§ 102(8)(A)), the term "developmental disabilities" means a severe, chronic disability of an individual that is attributable to a mental or physical impairment or combination of mental and physical impairments that are manifested before the individual attains age 22 and are likely to continue indefinitely. Developmental disabilities result in substantial limitations in three or more of the following functional areas: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and capacity for economic self-sufficiency.

The DD Act of 2000 identifies a number of significant findings, including:

- Disability is a natural part of the human experience that does not diminish the right of individuals with developmental disabilities to enjoy the opportunity for independence, productivity, integration, and inclusion into the community;
- Individuals whose disabilities occur during their developmental period frequently have severe disabilities that are likely to continue indefinitely;
- Individuals with developmental disabilities often require lifelong specialized services and assistance, provided in a coordinated and culturally competent manner by many agencies, professionals, advocates, community representatives, and others to eliminate barriers and to meet the needs of such individuals and their families;
- Families of children with disabilities provide support, care, and training that can save States millions of dollars. Without the efforts of family caregivers, many individuals with disabilities would receive care through State-supported out-of-home placements; and
- Medical advances and improved health care have increased the life span of many people with disabilities, and the combination of the longer life spans and the aging of family caregivers places a continually increasing demand on the finite service delivery systems of the States.

The DD Act of 2000 also promotes the best practices and policies presented below:

- Individuals with developmental disabilities, including those with the most severe developmental disabilities, are capable of achieving independence, productivity, integration, and inclusion into the community, and often require the provision of services, supports, and other assistance to achieve such.
- Individuals with developmental disabilities have competencies, capabilities, and personal goals that should be recognized, supported, and encouraged, and any assistance to such individuals should be provided in an individualized manner, consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of the individual.
- Individuals with developmental disabilities and their families are the primary decision makers regarding the services and support such individuals and their families receive, and play decision making roles in policies and programs that affect the lives of such individuals and their families.
- Toward these ends, ADD seeks to support and accomplish the following:

- Enhance the capabilities of families and communities in assisting individuals with developmental disabilities to achieve their maximum potential;
- Support the increasing abilities of individuals with developmental disabilities to exercise greater choice and self-determination, develop social networks and social capital, and to engage in leadership activities in their communities;
- Promote training in leadership, self-advocacy, and self-determination for individuals with developmental disabilities and their families;
- Ensure the protection of the legal and human rights of individuals with developmental disabilities;
- Ensure that individuals with developmental disabilities from culturally and linguistically diverse backgrounds and their families enjoy increased and meaningful opportunities to access and use community services, individualized supports, and other forms of assistance available to other individuals with developmental disabilities and their families; and
- Promote efforts that increase the number of individuals with developmental disabilities and their families who come from culturally and linguistically diverse backgrounds in leadership roles in the community.

ADD and ANA, like other programs in ACF, promote the economic and social well-being of families, children, individuals, and communities. ACF, ADD, and ANA envision:

- Native families and individuals empowered to increase their own economic independence and productivity;
- Strong, healthy, supportive Native communities having a positive impact on the quality of life and the development of children;
- Partnerships with individuals, front-line service providers, communities, States, Tribes, and Congress that enable solutions that transcend traditional agency boundaries;
- Services planned and integrated to improve access to programs and supports for Native individuals and families;
- A strong commitment to working with unserved and underserved persons with developmental disabilities and their families;
- A community-based approach that recognizes and expands on the resources and benefits of diversity; and
- A recognition of the power and effectiveness of public-private partnerships, including collaboration among a variety of community groups; Tribes and government agencies, such as a coalition of faith-based organizations; grassroots groups; Native families; and public agencies to address a community need.

There are four programs authorized by Title I of the DD Act of 2000:

- (1) State Councils on Developmental Disabilities (Subtitle B);
- (2) Protection and Advocacy Systems (Subtitle C);
- (3) University Centers for Excellence in Developmental Disabilities Education, Research, and Service (Subtitle D); and
- (4) Projects of National Significance (Subtitle E).

Each of these programs engages in systemic change, capacity building, and advocacy activities both as a collaborative network and as independent entities to improve the lives of individuals with developmental disabilities and their families and enhance participation in community life in the State.

This funding opportunity announcement provides information about funding within the Projects of National Significance (PNS) program.

According^[1] to the 2000 U.S. Census, nearly 2.5 million Americans identify themselves exclusively as "American Indian or Alaska Native." There are 4.1 million people who identify themselves either as Indian only or as Indian in combination with another race. Of this total, approximately 944,433 Indian or Alaska Native people live on Federal reservations or on off-reservation trust lands. Thirty-five states have Federal reservations within or overlapping State borders. The Federal Government, through the Bureau of Indian Affairs, officially recognizes over 560 tribes and Alaska Native villages. They are known as "Federally Recognized Tribes."

Data from the 1997 Survey of Income and Program Participation found that 22 percent of the American Indian/Alaska Native population have one or more disabilities. Considering the 2000 U.S. Census data, this translates to at least 550,000 American Indians and Alaska Natives.

[1] http://www.ncd.gov/newsroom/publications/2003/tribal_lands.htm

Definitions

Leveraged Resources: Any resource not including the Federal share, expressed as a dollar figure, acquired or utilized during the project period that supports the project. Leveraged resources may include natural, financial, personnel, and physical resources provided to assist in the successful completion of the project.

Person-Centered Planning: Person-centered planning is a holistic process that identifies individualized, natural and creative supports to achieve meaningful goals based on the individual's strengths, needs, preferences and desired outcomes, developed in full partnership with the individual and others chosen by the individual. The person centered approach is a process directed by the individual with a developmental disability or by another person important in the life of the individual who the individual has chosen to direct this process. These plans do not focus only upon systemic services available to the individual; instead, they consider a wide range of ideas and approaches to access support in order to meet the needs of the person. A team of people who know and care about the individual with a disability, chosen by the individual (or, in the case of a minor, by the family), gathers to develop and share a plan for the person's future, and work together with the individual with developmental disabilities to organize, identify, and ensure access to a personalized mix of paid and natural supports necessary to make desired outcomes a reality.

Person-Centered Thinking: Person-centered thinking relates to respecting and supporting the role of individuals with developmental disabilities in the planning process. The way in which someone thinks is made up of value-based skills that result in seeing the person differently and allows us to act upon what is learned. Training in person-centered planning is training in a way of thinking as much as it is in a way of developing a plan.

Social Capital: As defined by the World Bank, this term relates to the social relationships that enable people to coordinate action to achieve desired goals.

Target Population: American Indians and Alaska Natives with developmental disabilities, to include intellectual disabilities, and their families.

Unserved and Underserved: This term includes populations such as individuals from racial and ethnic minority backgrounds, disadvantaged individuals, individuals with limited English proficiency, individuals from underserved geographic areas (rural or urban), and specific groups of individuals within the population of individuals with developmental disabilities, including individuals who require assistive technology in order to participate in and contribute to community life.

Project Design

Intensive, culturally relevant leadership training will be provided to at least two cohorts of at least 20 persons per cohort, to learn about and understand the following:

1. The service systems and community resources that are available to support individuals with developmental disabilities and their families in the American Indian and Alaska Native communities, including education (including early intervention, preschool, K-12, and post-secondary), home and community-based services and supports, health services, mental health services, social security and other income supports, employment services (including transition supports for youth completing secondary school), housing, transportation, and other relevant supports and services that promote independence, productivity, integration, and inclusion into the community for such individuals and their families.
2. Applicable Federal, State, and Tribal laws and regulations that affect individuals with developmental disabilities, including the Americans with Disabilities Act, the Individuals with Disabilities Education Act, the Rehabilitation Act of 1973, the Developmental Disabilities Assistance and Bill of Rights Act of 2000, and the Native American Programs Act of 1974.
3. Concepts and approaches that have been identified to improve the quality of life for individuals with developmental disabilities such as person-centered thinking and planning, development of social capital, asset-based community development strategies, and economic asset building.
4. History of developmental disabilities in American Indian and Alaska Native communities and in general.
5. Other resources that support leadership development, community relationships, advocacy, and systems change activities for Native individuals with intellectual and developmental disabilities and their families.

The project will develop subsequent activities to maximize the likelihood that participants stay connected to, and supported by, the project's partners in their leadership activities. It will also develop a training protocol, curricula, and documentation that can be shared and disseminated to other entities interested in implementing such leadership and development. Additionally, it will plan for evaluation and performance measurement as well as sustainability beyond the grant period for continuing activities.

Minimum Requirements for Project Design

Each applicant will plan, design, and implement training modules to train individuals with developmental disabilities, and family members of such individuals, in the target American Indian and Alaska Native community. The training modules will address the five elements stated above. Each applicant will also explore ways in which resources and partnerships can be used effectively to train said individuals, and will promote leadership, advocacy, and policy development. This training may be developed and conducted in conjunction with the applicable State DD Networks.

Each applicant will outline its strategy as it relates to project and training design, evaluation, and the involvement of American Indians and Alaska Natives with developmental disabilities and family members of such individuals. Specific information on the proposed project should be included. Inclusion of this discussion is important as they will be used by the reviewers to evaluate the applications against the evaluation criteria.

A description must be included on how the applicant will recruit and retain an advisory committee comprised of at least 51 percent of persons with a disability or a family member of American Indians and Alaska Natives with a disability.

Involvement and Input from Targeted Population

The meaningful involvement of Native individuals with developmental disabilities, family members of such individuals, and other advocates must be an essential and measurable element of all project planning activities. Persons who are recognized by the eligible American Indian and Alaska Native community to be served as having a cultural relationship with the community to be served must also be included.

Project Partnerships

Project activities must be conducted in partnership with applicable DD Networks (the State Developmental Disabilities Council, the State Protection and Advocacy System, and the University Center(s) for Excellence in Developmental Disabilities) in the applicant's State or Territory, a Self Advocacy organization, as well as others (including, but not limited to disability-related service providers and faith-based organizations).

Capacity

A plan of action for the training and training requests to assist in developing training materials has to be outlined. Applicants must describe their organizational capability, including how they will manage this training, and document their experience delivering training at various levels. Each applicant should be aware of the opportunities for networking and building social capital. They should also have strategies to help persons with developmental disabilities to be active members of their communities. Each applicant is asked to conduct a discussion on barriers to and opportunities for community participation.

Mode of Training

A discussion on the various forms of training that will be offered must be conducted. A needs assessment will be conducted to develop creative methods of conducting face-to-face training, which must include appropriate supports and accommodations for all participants. The project may elect to explore education and training opportunities in settings and environments other than in the classroom with and for American Indians and Alaska Natives with developmental disabilities. At least 30 percent of the training participants of each cohort must be American Indians and Alaska Natives with developmental disabilities and the remaining training participants shall be family members of American Indians and Alaska Natives with developmental disabilities.

Training Needs

The successful applicant will partner with its targeted population to conduct needs assessments in order to

effectively train individuals with developmental disabilities and family members in leadership and skills development.

Development of Policies and Memoranda of Understanding (MOUs)

Each applicant will describe the processes that will be taken to develop MOUs, policy statements, and procedures between the partners on key issues for providing training to individuals with developmental disabilities. Some of the key issues to be agreed upon among the partners should include deciding how training will be conducted, how the target population will be reached, the roles of organizations' staff members, and the lead organization's responsibilities.

Project Outcomes

Specific outcomes for the project must be tied to demonstrating developing leadership among American Indians and Alaska Natives with developmental disabilities and family members of such individuals. For instance, the project should determine how to evaluate whether participants have gained skills that will allow them to operate in a leadership position. The project should also determine how it will achieve the goal of training at least two cohorts by the end of the project period, and how it will continue to work toward desired outcomes and impact even after the ACF funding ends.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$150,000
Expected Number of Awards:	1
Award Ceiling:	\$150,000 Per Budget Period
Award Floor:	\$150,000 Per Budget Period
Average Projected Award Amount:	\$150,000 Per Budget Period

Length of Project Periods:

36-month project with three 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

This funding opportunity announcement describes an award that will be made as a cooperative agreement. While an organization will not be conducting its project on behalf of ADD and ANA, all will share work cooperatively in the development and implementation of the project's agenda. Under the cooperative agreement mechanism, ADD, ANA, and the awardee will share the responsibility for planning the objectives of the projects. The awardee will have the primary responsibility for developing and implementing the activities of the project. ADD and ANA will jointly participate with the awardee in such activities as clarifying the specific topic areas to be addressed through periodic briefings and ongoing consultation, sharing with the awardee knowledge of the issues being addressed by past and current projects, and providing feedback to the awardee about the usefulness to the field of written products and information sharing activities. The details of the relationship among ADD, ANA, and the awardee will be set forth in the cooperative agreement to be developed and signed prior to issuance of the award.

As a cooperative agreement, substantial involvement is anticipated between the agency and the recipient during performance of the project, which may include:

1. Federal Government review and approval of one stage before work can begin on a subsequent stage during the period covered by the assistance instrument.
2. Federal Government and recipient collaboration or joint participation in the performance of the assisted activities.
3. Federal Government monitoring to permit specified kinds of direction or redirection of the work.
4. Federal Government requirements prior to award limiting the recipient's discretion with respect to scope of services offered, organizational structure, staffing, mode of operation, and other management processes, coupled with close Federal Government monitoring or operational involvement during performance over and above the normal exercise of Federal stewardship responsibilities to ensure compliance with these requirements.

Please see *Section IV.5 Funding Restrictions* for any limitations on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

42 U.S.C. Sec 15082 (DD Act Section 162) authorizes grants only to "public or private nonprofit entities."

- Non-profits with 501(c)(3) IRS status
- Non-profits without 501(c)(3) IRS status

Eligible applicants include Federally recognized Indian Tribes; consortia of Indian Tribes; incorporated non-Federally recognized Tribes; incorporated non-profit multi-purpose community-based Indian organizations; urban Indian centers; National or regional incorporated non-profit Native American organizations with Native American community-specific objectives; Alaska Native villages, as defined in the Alaska Native Claims Settlement Act and/or non-profit village consortia; incorporated non-profit Alaska Native multi-purpose community-based organizations; non-profit Alaska Native Regional Corporations/Associations in Alaska with village-specific projects; non-profit native organizations in Alaska with village-specific projects; tribally controlled community colleges; and non-profit Alaska Native community entities or tribal governing bodies (Indian Reorganization Act of Traditional Councils) as recognized by the Bureau of Indian Affairs.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competitive review or funding under this announcement.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competitive review or funding under this announcement.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage. Standard Forms are also available at the [Grants.gov Forms Repository](http://www.Grants.gov) website.

Sharon Delaney

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Administration on Developmental Disabilities

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URL: <http://www.acf.hhs.gov/programs/add>

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

Copies Required:

If applying in hard copy, applicants are required to submit one original and two copies of all application materials. If applying electronically via www.Grants.gov, applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application materials.

Signatures:

The original signature of the Authorized Organization Representative (AOR) is required only on the original copy of hard copy application submissions. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Formatting Requirements:

All application materials for both hard copy (mailed or hand delivered) and electronic submissions must be submitted on 8 1/2" x 11" white paper with 1-inch margins. **All pages of the application submission (hard and electronic copies) must be sequentially numbered.** Project Descriptions, narratives, summaries, etc., must be in double-spaced format in 12-point font. Hard copy application materials must be one-sided for duplication purposes. Hard copy application copies (original and two copies) must not be bound, they may be clipped or rubber-banded together.

If an application exceeds the cited page limitation for double-spaced pages in the application narrative or the double-spaced page limitation cited for the appendices and resumes, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation. **Page limitations do not include the required Standard Forms.**

This section also may include instructions on the order of assembly for hard copy (mailed or hand delivered) application submissions. Acceptable formats for applications submitted electronically via www.Grants.gov are MS-Word and Excel, Word Perfect, Adobe PDF, Jpeg and Gif.

Later in this section of the announcement, specific information on page limitations is provided. Information on required Standard Forms and other forms, certifications and assurances, D-U-N-S Numbers and Central Contractor Registration (CCR) requirements, the project description, budget and budget justification requirements, and methods of application submission are also found later in this section (*Section IV.2.*).

A checklist of required application elements is available for applicants' use in *Section VIII. Additional Information*.

The project description is a very important part of an application. It should be clear, concise, and address the specific requirements mentioned later in this section. The length of the application, excluding required Standard Forms (SFs), must not exceed 50 pages. Applications that exceed the 50-page limit requirement will have the additional pages removed prior to the objective review. ADD may consider geographical distribution in reviewing and selecting applications.

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary. Submission may be made with the application or prior to award.	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application. Hard copy submissions should include the survey in a separate envelope.
Central Contractor Registration (CCR)	Required for all applicants. CCR registration must be active by time of award.	Required for all applicants. CCR registration must be active by time of award.
DUNS Number (Universal Identifier)	Required for all applicants.	Required for all applicants.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants when applying for a non-construction project by the application due date.	Required for all applications when applying for a non-construction project .
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is due prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an

		executed copy of the Certification Regarding Lobbying prior to award.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.

Additional Assurances and Certifications

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq.*, requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 C.F.R. part 82, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)."

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters is available at http://www.acf.hhs.gov/grants/grants_resources.html.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: <http://www.acf.hhs.gov/grants/notices.html#policy>.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

DUNS Number and CCR Registration Requirements

DUNS Number Requirement

All applicants and sub-recipients must have a DUNS number (Data Universal Numbering System) at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov. A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., c.s.t.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV) or receivesubawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

There is the possibility of heavy traffic at the CCR website at application due dates.

Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Definitions:

Central Contractor Registration (CCR): The Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Data Universal Numbering System (DUNS) Number: The nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Entity:

Means all of the following:

- A Governmental organization, which is a State, local government, or Indian tribe;
- A foreign public entity;
- A domestic or foreign for-profit organization; and
- A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

Subaward: This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

- This term does not include the procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- A subaward may be provided through any legal agreement, including an agreement that the grantee or a subrecipient consider to be a contract.

First Tier Subrecipient: An entity that receives a subaward from a prime grantee and is accountable to the prime for the use of the Federal funds provided by the subaward.

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.I.* identify the measures that will be used to evaluate applications.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person. Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

Sharon Delaney
U.S. Department of Health and Human Services
Administration for Children and Families
Administration on Developmental Disabilities
370 L'Enfant Promenade, SW.
Mail Stop: HHH 405D
Washington, DC 20447
Phone: 202-690-5984
Fax: 202-205-8037
Email: sharon.delaney@acf.hhs.gov

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Provide a list of Tribes, organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Applicants and their partners will have had prior experience working in partnership with American Indian and Alaska Native families and related organizations to empower American Indians and Alaska Natives with disabilities and their families, and in supporting family members in leadership roles in their organizations. The successful applicant will have up to 1 year to develop a formal implementation plan, and will describe the implementation plan in detail in their second semi-annual report. Implementation will begin no later than the beginning of the second year of the project. Applicants should also discuss in detail the steps that will be taken toward creating a sustainability plan during the planning phase. This sustainability plan must include the establishment of sustainability benchmarks that must be achieved by the end of the project period.

Project Design

Intensive, culturally relevant leadership training will be provided to at least two cohorts of at least 20 persons per cohort, to learn about and understand the following:

1. The service systems and community resources that are available to support individuals with intellectual and developmental disabilities and their families in the American Indian and Alaska Native communities, including education (including early intervention, preschool, K-12, and post-secondary), home and community-based services and supports, health services, mental health services, social security and other income supports, employment services (including transition supports for youth completing secondary school), housing, transportation, and other relevant supports and services that promote independence, productivity, integration, and inclusion into the community for such individuals and their families.
2. Applicable Federal, State, and Tribal laws and regulations that affect individuals with intellectual and

developmental disabilities, including the Americans with Disabilities Act, the Individuals with Disabilities Education Act, the Rehabilitation Act of 1973, the Developmental Disabilities Assistance and Bill of Rights Act of 2000, and the Native American Programs Act of 1974.

3. Concepts and approaches that have been identified to improve the quality of life for individuals with intellectual and developmental disabilities such as person-centered thinking and planning, development of social capital, asset-based community development strategies, and economic asset building.
4. History of intellectual and developmental disabilities in American Indian and Alaska Native communities and in general.
5. Other resources that support leadership development, community relationships, advocacy, and systems change activities for American Indians and Alaska Natives with developmental disabilities and their families.

The project will develop subsequent activities to maximize the likelihood that participants stay connected to, and supported by, sponsoring organizations in their leadership activities. It will also develop a training protocol, curricula, and documentation that can be shared and disseminated to other entities interested in implementing such leadership and development. Additionally, it will plan for evaluation and performance measurement as well as sustainability beyond the grant period for continuing activities.

Minimum Requirements for Project Design

Each applicant will plan, design, and implement training modules to train individuals with developmental disabilities, and family members of such individuals, in the targeted population. The training modules will address the five elements stated above. Each applicant will also explore ways in which resources and partnerships can be used effectively to train said individuals, and will promote leadership, advocacy, and policy development. This training may be developed and conducted in conjunction with the applicable State DD Networks.

Each applicant will outline its strategy as it relates to project and training design, evaluation, and the involvement of American Indians and Alaska Natives with developmental disabilities and family members of such individuals. Specific information on the proposed project should be included. Inclusion of this discussion is important as they will be used by the reviewers to evaluate the applications against the evaluation criteria.

A description must be included on how the applicant will recruit and retain an advisory committee comprised of at least 51 percent of persons with a disability or a family member of an individual with a disability considered to be Native Americans as defined in 45 CFR § 1336, and Native American Pacific Islanders as defined in the Native American Programs Act.

Involvement and Input from Targeted Population

The meaningful involvement of American Indians and Alaska Natives with developmental disabilities, family members of such individuals, and other advocates must be an essential and measurable element of all project planning activities. Persons who are recognized by the eligible Native community to be served as having a cultural relationship with the community to be served must also be included.

Project Partnerships

Project activities must be conducted in partnership with applicable DD Networks (the State Developmental Disabilities Council, the State Protection and Advocacy System, and the University Center(s) for Excellence in Developmental Disabilities) in the applicant's State or Territory, a Self Advocacy organization, as well as others (including, but not limited to, disability-related service providers and faith-based organizations).

Capacity

A plan of action for the training and training requests to assist in developing training materials has to be outlined. Applicants must describe their organizational capability, including how they will manage this training, and document their experience delivering training at various levels. Each applicant should be aware of the opportunities for networking and building social capital. They should also have strategies to help persons with developmental disabilities be active members of their communities. Each applicant is asked to conduct a discussion on barriers to and opportunities for community participation.

Mode of Training

A discussion on the various forms of training that will be offered must be conducted. A needs assessment will be conducted to develop creative methods of conducting face-to-face training, which must include appropriate supports and accommodations for all participants. The project may elect to explore education and training opportunities in settings and environments other than in the classroom with and for American Indians and Alaska Natives with developmental disabilities. At least 30 percent of the training participants of each cohort must be American Indians and Alaska Natives with developmental disabilities and the remaining training participants shall be family members of American Indians and Alaska Natives with developmental disabilities.

Training Needs

The successful applicant will partner with its targeted population to conduct needs assessments in order to effectively train individuals with developmental disabilities and family members in leadership and skills development.

Development of Policies and Memoranda of Understanding (MOUs)

Each applicant will describe the processes that will be taken to develop MOUs, policy statements, and procedures between the partners on key issues for providing training to individuals with developmental disabilities. Some of the key issues to be agreed upon among the partners should include deciding how training will be conducted, how the targeted population will be reached, the roles of organizations' staff members, and the lead organization's responsibilities.

Project Outcomes

Specific outcomes for the project must be tied to demonstrating developing leadership among American Indians and Alaska Natives with developmental disabilities and family members of such individuals. For instance, the project should determine how to evaluate whether participants have gained skills that will allow them to operate in a leadership position. The project should also determine how it will achieve the goal of training at least two cohorts by the end of the project period, and how it will continue to work toward desired outcomes and impact even after the ACF funding ends.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

Non-profit 501(c)(3) organizations applying for funding are required to submit proof of their non-profit status. Proof of 501(c)(3) non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt 501(c)(3) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(3) tax-exemption certificate.

Logic Model

Applicants are expected to use a model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Organizational Capacity

- Organizational charts
- Documentation of experience in the program area
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the

organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting

approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants and sub-recipients must be registered with Grants.gov, Dun and Bradstreet (DUNS Number), and the Central Contractor Registry (CCR).
- All pages of the application package must be sequentially numbered.
- Electronically submitted applications must be received and time/date stamped by the due date and receipt time described in this announcement in *Section IV.3. Submission Dates and Times*.
- To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization and must have current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** As of October 1, 2010, all applicants, and sub-recipients are required to have CCR registration in order to apply for Federal grants and cooperative agreements.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at the [Grants.gov Registration Checklist](#).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- It is to an applicant's advantage to submit their applications at least 24 hours in advance of the closing date and time.
- Applicants should not wait until the due date for applications to begin submission of their

application.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, ACF's Grants Management Officer (GMO) will make a determination whether the issues are due to Grants.gov system errors or user error.

Hard Copy Submission

Applicants that are submitting their applications in hard copy format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applications submitted in hard copy must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S. Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., c.s.t.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration. CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Letter of Intent: **06/22/2011**

Due Date for Applications: **07/22/2011**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* and in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, on the due date, listed in the *Overview* and in this section, at the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Hand-Delivered Applications

Applications that are hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in the *Overview* and in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Electronically-Submitted Applications

ACF does not accommodate transmission of applications by facsimile or email. Instructions for electronic submission via www.Grants.gov may be found at the [Grants.gov Registration Checklist](#).

Electronically-submitted applications must be **received and validated** at www.Grants.gov by 4:30 p.m., eastern time, on the due date.

Upon submission and receipt of an application via www.Grants.gov, the applicant will receive three emails:

1. Acknowledgement of the application's submission to www.Grants.gov. This email will provide a **Grants.gov tracking number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time-stamp, which serves as the official record of application submission**. The date and time-stamp must reflect a submission time on, or before, 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date. Applications received at Grants.gov after the due date and time will be disqualified.
2. Acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications received on the due date that fail the validation check on, or after, 4:30 p.m., eastern time, on the due date because the Authorized Organization Representative (AOR) is not registered with the Central Contractor Registry (CCR) will be determined to be late and will not be considered for the review. Applications that do not pass the validation check at Grants.gov after the due date and time will be disqualified.
3. An additional email from ACF will be sent to the applicant indicating that the application has been retrieved from www.Grants.gov by ACF.

Late Applications

No appeals will be considered for applications classified as late under the following circumstances:

- Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as

late and will be disqualified.

- Electronically-submitted applications are considered late, and are disqualified, when the date and time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.
- Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified.

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive the due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Upon submission of an application electronically via <http://www.Grants.gov>, the applicant will receive three emails:

1. Acknowledgement of the application's submission to Grants.gov. This email will provide a **Grants.gov tracking number**. The email will also provide a **date and time-stamp, which serves as the official record of application submission**.
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on failing the validation check because of an unregistered Authorized Organization Representative (AOR).
3. An email will be sent to the applicant from ACF indicating that the application has been retrieved from Grants.gov by ACF.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

Tim Chappelle

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Grants Management ATTN: HHS-2011-ACF-ADD-DN-0179

370 L'Enfant Promenade, SW.

Aerospace Building, 6th Floor East

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Hand Delivery

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U.S. Department of Health and Human Services

Administration for Children and Families

Office of Grants Management ATTN: HHS-2011-ACF-ADD-DN-0179

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Aerospace Building, ACF Mail Room, Second Floor Loading Dock

Washington, DC 20024

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Objectives and Need for Assistance

Maximum Points: 15

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application:

Clearly identifies the need for assistance, describes the significant features and components of the project, clearly states the goals and subordinate objectives of the project, and provides a rationale for the project goals. It clearly discusses the significance to the community. Discusses objectives that are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART). Maps or other graphic aids may be included. **(9 Points)**

Provides evidence of input from American Indians and Alaska Natives with developmental disabilities and family members, as well as community support. This includes the method(s) by which input was received. **(3 Points)**

Provides relevant data based on research and/or planning studies, to include quantitative and qualitative data. This data will effectively address the need for training to the targeted population. **(3 Points)**

Approach

Maximum Points: 45

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application:

Provides evidence of a well developed project plan that includes a clear description of the scope and detail of the proposed work; includes reference to a list of measurable and attainable goals and provides quantitative projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities to be accomplished; and provides a chronological order of approach with target dates. The extent to which the application describes how key activities will be completed. For instance, it will describe how participants will be recruited and selected, the number of hours training will be provided, the process for developing and revising curriculum, and the learning environment. **(20 Points)**

Identifies innovative design and methods, including the strategies for reaching out to the target population. The applicant shows its ability to develop a marketing plan that outlines the research or development of products and materials intended for American Indians and Alaska Natives with developmental disabilities and families of such individuals in an accessible, culturally competent manner. The design and methods described will specify how they relate to the project goals and objectives. **(7 Points)**

Describes its necessary resources, such as partnerships and other funding, to sustain the project and how internal and external resources will be leveraged to enhance the applicant's ability to implement the project. Reviewers will also consider the extent to which the application identifies contingency planning to support project implementation. **(10 Points)**

Identifies and delineates the roles, commitments, resources to be provided, and involvement of all partners, including American Indian organization(s), the Developmental Disabilities Network (Council

on Developmental Disabilities, Protection and Advocacy System, and University Center for Excellence in Developmental Disabilities) in the applicant's State or Territory, and other relevant organizations. Reviewers will consider the extent to which the application describes prior experience of various entities working in partnership with American Indians and Alaska Natives with developmental disabilities and with the Native American community. (5 Points)

Shows the application has provided adequate time to accomplish its strategy. It has identified significant project risks and assumptions that will hinder the project's progress if not accomplished. It has included a contingency plan with viable alternate actions that will allow the project to maintain progress in case a challenge is encountered. (3 Points)

Evaluation

Maximum Points: 15

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application:

Describes the methodology that will be used to determine the basis for developing performance measures and evaluating the extent to which the goals and objectives have been achieved. Describes how this will be implemented. Methodology includes sound justification of its use. (10 Points)

With respect to the conduct of the project, whether the application defines the procedures to be employed to determine whether the project is being conducted in a manner consistent with the project plan presented and discusses the impact of the project's various activities on the project's effectiveness. This could include an internal process, including the frequency for tracking program performance using internal data to make periodic program adjustments that will improve performance. (5 Points)

Organizational Capacity

Maximum Points: 15

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application:

Describes prior experience in delivering training on various levels. The extent to which the applicant describes the organizational capacity to include how the training will be managed and conducted. (5 Points)

Describes the role and involvement of American Indians and Alaska Natives with developmental disabilities and family members in the proposed project and organization. This could include how the applicant does or will employ American Indians and Alaska Natives with developmental disabilities and family members. (5 Points)

Includes biographical sketches of key staff, showing that the applicant organization and its staff have sufficient experience to successfully complete the proposed project, and include individuals with personal experience with disabilities. Each biographical sketch includes work in the disabilities or training field. A job description for each key person appointed or to be appointed is provided. The application must identify the person/position who would serve as the point of contact for this project.

The proposed project director and key staff possess sufficient relevant knowledge, experience, and capabilities to implement and manage a project of this size, scope and complexity effectively. The role, responsibilities, and time commitments of each proposed project staff position are clearly designed and appropriate to the successful implementation of the project. (3 Points)

Details methods for recruitment and retention of key staff. This could include what has been done in the past or what will be utilized in the future. An organizational chart indicating roles outlined in the application is included. (2 Points)

Budget

Maximum Points: 10

To evaluate the Budget and Budget Justification, reviewers will consider the itemized line item budget and budget justification for the requested Federal funds and the applicant's required non-Federal contribution.

All Federal and non-Federal funds align with what is detailed in the project approach. For example, if key personnel need to be hired and the hiring process is 2 months, then the costs will be calculated based on the salary for 10 months rather than 12 months. The budget is sufficient to complete the activities detailed in the work plan. **(5 Points)**

All personnel funds are reasonable for the responsibilities and time dedicated to the project activities. The explanations of the calculations sufficiently show the costs are critical to the success of the project. The budget is reasonable and appropriate for the project. **(5 Points)**

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times*, or those with requests that exceed the award ceiling, stated in *Section II. Award Information*, will receive a screen-out letter noting that the application was deemed non-responsive and will not be considered for competitive review or funding under this announcement. For those applications that have been deemed disqualified under the initial ACF screening, notice will be given of such determination by postal mail.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds, may be held over by ACF and re-considered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

Other correspondence announcing to a Principal Investigator or Project Director that an application was selected is not an authorization to begin performance. Costs incurred before receipt of a FAA are at the recipient's risk and may be reimbursed only to extent considered allowable as approved pre-award costs.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at www.gpo.gov/fdsys/.

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the Department under any Department program may not engage in inherently religious activities such as religious

instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, and additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" are available at <http://www.hhs.gov/fbcj/regulations/index.html>.

The Code of Federal Regulations (C.F.R.) is available at www.gpo.gov/fdsys/.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

ACF grantees are required to submit the SF-PPR Cover Page. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, the Department of Health and Human Services (HHS) began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Administration for Children and Families (ACF) will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS OR at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the [ACF Funding Opportunity website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities web site at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

VII. Agency Contacts

Program Office Contact

Ophelia McLain

Administration for Children and Families

Administration on Developmental Disabilities

Office of Innovation

370 L'Enfant Promenade, SW.

Mail Stop: HHH-405D

Washington, DC 20447

Phone: (202) 690-7025

Fax: (202) 205-8037

Email: ophelia.mclain@acf.hhs.gov

URL: <http://www.acf.hhs.gov/programs/add>

Office of Grants Management Contact

Tim Chappelle

Administration for Children and Families

Office of Administration

Office of Grants Management

370 L'Enfant Promenade, SW.

Aerospace Building, 6th Floor East

Washington, DC 20447

Phone: (202) 401-5513

Email: CFOGME-Grants@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

NOTICE: ACF intends to implement all electronic application submission via www.Grants.gov for applications for discretionary awards in FY 2012. For applicants without Internet access, or those without the computer capacity to upload large documents, ACF will offer a waiver procedure. In 2011, ACF will post a *Federal Register* notice soliciting public comment on the intended move to all electronic application submission via www.Grants.gov for applicants for discretionary awards.

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov/fdsys/>.

United States Code (U.S.C) www.gpo.gov/fdsys/.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov http://www.grants.gov/applicants/email_subscription.jsp.

Application Checklist

What to Submit	Where Found	When to Submit
Central Contractor Registration (CCR)	Referenced in Section IV.2. of the announcement. Go to www.ccr.gov to register.	Required for all applicants. CCR registration must be active by time of award.
DUNS Number (Universal Identifier)	Referenced in Section IV.2. of the announcement. Go to http://fedgov.dnb.com/webform to obtain DUNS Number.	Required in application submission.

Letter of Intent	Referenced in Section IV.2. of the announcement. under "Project Description."	Submission is due by the Letter of Intent due date found in the Overview and in Section IV.3.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2. and found at http:// www.acf.hhs.gov/ grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/ agencies/ aforms_repository_information.jsp .	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2. and found at http:// www.acf.hhs.gov /grants/grants_resources.html .	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Description	Referenced in Section IV.2. of the announcement.	Submission is due by the application due date found in the Overview and in Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-LLL - Disclosure of Lobbying Activities, if applicable	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2. and found at http:// www.acf.hhs.gov /grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	If applicable, submission is due prior to award.

Certification Regarding Lobbying	Referenced in Section IV.2. of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due prior to award.
This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/ as indicated in Section IV.4. of this announcement.	Submission due to State Single Point of Contact by the application due date found in the Overview and in Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2. of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission is due prior to award.
Logic Model	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package. Applicants applying electronically, may submit this survey along with the application.</p> <p>The survey is referenced in Section IV.2. of the announcement. The survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.</p>	Submission is voluntary. Submission may be made with the application or prior to award.

Table of Contents	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Sustainability Plan	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.

Appendices